

# DEPARTMENTAL BRIEFS

September 1, 2009

## BUILDING AND SAFETY

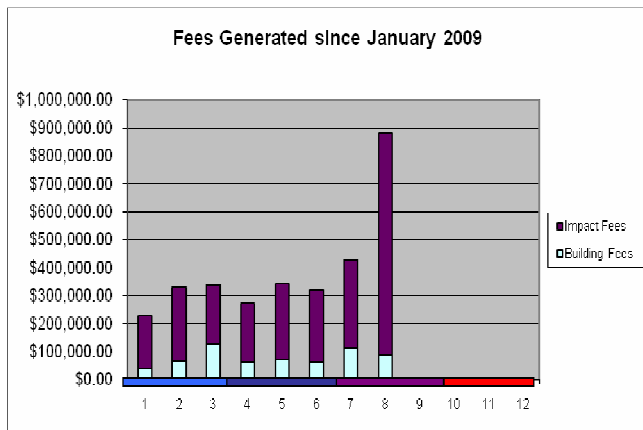
We have continued to issue warnings for various minor code violations and continue removing illegal signs as they are put up. We have designed a sticker with signature/expiration lines to show that legal signs have been approved.

The Building Dept. sold 54 permits in August and last week's numbers are as shown below.

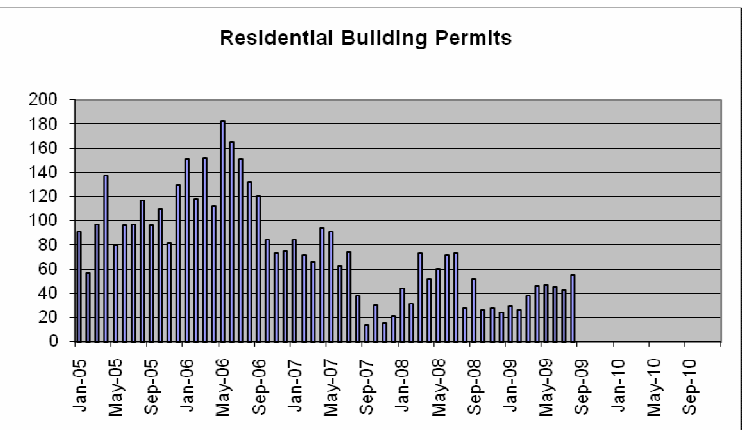
August		Res	Multi	Comm	Other	TOTAL SOLD	VALUATION	Plan check Fee	Building Permit Fee	Permit Fee
8/24/2009	Mon				2	2	\$59,206.00	\$341.76	\$854.40	\$1,204.70
8/25/2009	Tue	2			3	5	\$468,448.00	\$1,474.24	\$3,685.60	\$43,934.75
8/26/2009	Wed	3			2	5	\$841,461.00	\$2,488.86	\$6,222.15	\$72,916.07
8/27/2009	Thr		1			1	\$441,832.00	\$1,162.46	\$2,906.15	\$53,812.35

August		Res	Multi	Comm	Other	TOTAL
8/24/2009	Mon	38	1	2	2	43
8/25/2009	Tue	44	11	4	2	61
8/26/2009	Wed	26	5	1	1	33
8/27/2009	Thr	26	14	4		44
8/28/2009	Fri	31	3	1		35

Fees generated year to date;



Residential Building permits YTD;



## Economic Development

EDCU has undergone some changes this last month. Mike Flynn is moving to Los Angeles to do more pro-active marketing and there has been some re-structuring and other Samantha Julian left for to go to the Governor's Office of Economic Development.

We continue to meet with the NSA Representatives to further discuss utilities for the area. We are meeting later this month to discuss Land Use. We both have some due diligence to complete before decisions can be made on who will provide water for example.

The Chamber of Commerce's president, Donna is doing a great job and has arranged for Rep. Jason Chaffetz to speak at today's luncheon at Xango. She is working on getting Lt. Governor Bell to speak in a future meeting. Memberships are up and her office has a new look that she has worked hard to finish.

## **CEMETERY**

- Mow lawns
- Pick up dead flowers and old decorations
- Assist the public
- Maintain equipment
- Repair head stones
- Update records
- Paint the gazebo
- Take care of funerals
- Assist monument companies bringing in new head stones.

## **ENGINEERING**

### **SR 92**

- Drainage basin and pipes- property appraisals of options are being reviewed.
- SR 92 Pipeline- First segment pipe will be ordered this week.
- Roadway Design w/1200 West connection – In Progress

### **Rail Trail**

- Construction is underway

### **2100 North**

- Bid advertisement has been sent to the newspapers.

### **Front Runner**

- Working with UTA, UP, & UDOT on contracts to install the 2300 West railroad underpass crossing

### **2300 West**

- 19<sup>th</sup> to SR 92 Environmental – UDOT is finalizing a revised engineering contract
- 2100 N. to Thanksgiving Point Design – resolved type of retaining wall to be used.

### **Pioneer Crossing Blvd**

- 60" CUWCD pipeline - being installed
- Road Construction - progressing
- Drainage on Center Street is still being reviewed & discussed

### **Canal Enclosure**

- Final Plans are being prepared

### **Spring Creek Well and Reservoir**

- Well is still being tested
- Finalizing plans for the Reservoir

## City Design Standard Revisions

- Making changes from DRC review

## **FIRE DEPARTMENT**

- The Fire Department responded to a total of 47 emergencies for the week of August 24, 2009 – August 30, 2009.
  - 37 of which were medical emergencies
  - 10 of which were fire emergencies
- 8/24/2009: Firefighters responded to a female who had fallen from a moving vehicle. The patient was treated.
- 8/27/2009: Firefighters responded to a 15 year old male who was having difficulty breathing. The patient was transported to AF ER.
- 8/28/2009: Firefighters responded to an Agency Assist for a lost child. The child was located.
- 8/29/2009: Firefighters responded to a Semi truck that had rolled over on I-15 NB. The driver had minor injuries; however the truck was leaking diesel fuel extensively. Hazmat was able to clean up the fuel.
- 8/29/2009: Firefighters responded to a structure fire at an apartment building. Multiple units were on scene. The fire was extinguished.
- Firefighters had a total of 42 hours of training for the week. This included:
  1. New Reports
  2. Ladders
  3. Alley Lays and Truck set up
  4. Aerial Operations
  5. Pumping evolutions and truck operations
- Public Education Program.
  - 1) Firefighters had contact with 76 Children throughout the week. This included, all visiting the fire station and local elementary schools.
- Inspections
  - 1) Fire Department conducted a total of 11 inspections/re-inspections of local Lehi Businesses.

## **JUSTICE COURT**

For the week of Aug 24, 2009 to Aug 29, 2009, the court accomplished the following:

Charges filed:

DUI	00
Public Intoxication	03
Moving Violations	35
Non-moving violations	18
Assault	02
Theft	03
Fail to appear	23
Other	13

Domestic Violence	<u>13</u>
Total	110
Charges Disposed of:	
Bail Forfeiture	82
Not Guilty Plea	15
Guilty Plea	69
Dismissed	69
Amended	<u>06</u>
Total	241
Collections	
Total Fine Collected	\$12,146.22
Security Surcharge Collected	<u>\$ 8,144.17</u>
	\$20,290.39

## **LIBRARY**

- August has been much more calm at the library than the last few months. We have taken a break from storytime and a lot of patrons have been too busy getting ready for school to come to the library. This has given the staff a chance to catch their breath and get ready for another school year.
- The library has now been a part of the Reciprocal Borrowing Agreement for over a year. We currently have 251 reciprocal borrowers registered to use the Lehi Library. Most RB patrons have been very happy with our library. They especially like our media collections. (VHS, DVD, Books on CD and Tape, & Music CD's)
- During the month of August the library has checked out 35,535 items, renewed 5,381 items and processed 1,915 holds. While these numbers are down from the last few months, it is actually a 47% increase over last August. Part of the reason is just the increased usage by patrons, but the other reason is that we didn't close down for a week for inventory! I believe that the patrons like our new way of doing inventory much better and so do the staff.
- The library has also hit another milestone. Our collection has now passed the 90,000 mark! We currently have 91,171 items. This includes items from both the main library and Pointe Meadow. We currently have 20,042 items checked out to patrons. That is 22% of our collection that is checked out. We continue to add about 350 patrons each month. This keeps us very busy.

## **PARKS AND BUILDINGS**

### **Sports Parks**

- Prepared fields to support City league softball schedule.
- Performed cultural practices to include mowing, string trimming, edging, spot watering, etc. of Veterans Park and Sports Park.
- Repaired nail drag. Relieved soil compaction on all fields using the nail drag.
- Compacted soil and moved a sign.
- Cleaned restrooms daily.
- Prepared mounds to support Rocky Mountain baseball schedules.

### Turf Maintenance

- Applied granular insecticides to Wines Park, Band Wagon Park, Sports Park, Veterans Park, Summer Crest Park, to control sod worms, grubs and billbugs.
- Took out the saturated turf around the four drinking fountains in Wines Park and replaced with ornamental gravel and pressured treated timbers.

### Irrigation

- Checked and repaired heads at North Lake Park,
- Cleaned, repaired or replaced valves in the following parks, Stagecoach Crossing, Olympic, Eagle Summit and Summercrest Parks.
- Cleaned and repaired filters in Summercrest Park.
- Repaired irrigation clocks at Autumn Ridge Basin, Wines Park and Sommerset Small Park.
- Repaired numerous breaks in Home owner yards due to the electric upgrade project on 2600 North.
- Installed a new valve and lateral line at Sommerset Large Park.
- Repaired or replaced irrigation heads in the following parks, Wines, Sommerset Large and Small, Allred, Gateway, Smithfield Ridge, Eagle Summit and Summercrest.
- Cleaned and organized the Sprinkling shop and truck.

### Parks

- Performed weekly cultural practices to include mowing, trim trimming, edging, spot watering, trash collection, restroom maintenance, pavilion maintenance.
- Repaired bad drinking fountain at Wines Park.
- Took out numerous dead or damaged Russian Olive trees at Dry Creek Park.
- Built and installed borders to enclose the stand alone drinking fountains adjacent to all four park pavilions at Wines Park.
- Installed numerous trees at Pilgrams Landing Park.

### Legacy Center

- Pulled all the urinals, toilets and partitions to attach a series of fiberglass panels to maintain the restrooms more effectively.
- Worked with contractors to high pressure wash and clean the effervescence from the walls of both the men's and women's showers.
- Deep cleaned the floors in both locker rooms .
- Painted the bench pedestals in the men's and women's locker rooms.
- Moved all the equipment out of the Center Court concessions area to allow for the removal and installation of new vinyl flooring and cove base.
- Replaced all the equipment into the Center Court area after the flooring was replaced.
- Applied a grip deck material to the slick surfaces of the pool area.
- Attached wheels to the base of the ice machine to allow for more frequent cleaning.
- Performed routine maintenance to include filter checks, visual inspections of HVAC systems, cables, nets backboards, carpets, vinyl, doors, lights, etc.
- Monitored the RTU's for the HVAC system in the Legacy Center.

### Buildings

- Monitored RTU's for the City Hall and Legacy Center HVAC systems.
- Watered all the stand alone planters throughout the City.
- Maintained all City Buildings for cleanliness by vacuuming, mopping, disinfecting and cleaning all restrooms, locker rooms, lunch/break rooms and deep cleaning where necessary.

### Special Projects

- Interviewed six applicants for the Maintenance Worker I position.
- Hired two new full-time positions. Jake Smith and Rhett Wathen.
- Continued the Parks and Buildings image project.

### **PLANNING DEPARTMENT**

- The DRC reviewed the following at their August 26, 2009 meeting:
  - UDOT – Requests review of Pioneer Crossing Mill Pond bridge 100% full civil package.
    - Staff will work with UDOT to finalize plans.
- The DRC is scheduled to review the following items at their September 2, 2009 meeting:
  - Curtis Butler – Requests Site Plan and Conditional Use review for Utah Valley Turf Farms located at 261 South 1350 East in an existing Commercial zone.
  - Dave Morgan – Requests Site Plan and Permitted Use review for a Professional Office located at 211 East Main Street in a Mixed Use zone.
  - Evans & Associates Architecture – Requests Site Plan and Conditional Use review for a new LDS church building located at 850 South Center Street in an existing R-1-22 (Residential/Agriculture) zone.
  - Bangerter Homes – Requests review of a General Plan Amendment on approximately 12.469 acres of property located at approximately 1400 North 2450 West from a VLDR (Very Low Density Residential Agriculture) to a VLDR (Very Low Density Residential) land use designation.
  - SR-92 Segment 2 %60 drawings.
  - Provo Reservoir Canal Enclosure final plans.
- A Planning Commission meeting was held on August 27, 2009. All items on the agenda were either approved or forwarded to the City Council with a positive recommendation.
- Staff processed applications for the following Permitted Uses:
  - La Hacienda restaurant located at 785 E 200 S (Albertson's center).
  - Timpanogos Capital Group/Rock Canyon Advisory Group/ Lehi Partners LLC professional offices located at 2989 W Maple Loop, Ste 210 (Thanksgiving Point Business Park).
  - Ben Torgerson Allstate insurance office located at 55 W Main Street Ste A (old Post Office)
- Staff continues to work with developers and contractors to coordinate requested bond releases with the City inspectors.
- A pre-construction meeting is scheduled for Spring Creek Ranch Plat I on Monday, August 31, 2009.

## **POLICE DEPARTMENT**

08/16/09 – 08/22/09

- Abandoned 911 calls:10
  - Abuse-Adult:0
  - Abuse-Child:0
  - Agency Assist:6
  - Alarm:17
  - Alarm-Fire:1
  - Alcohol Offense:2
  - Animal Problem:45
  - Arson:0
  - Assault:1
  - ATL:0
  - Att Suicide:0
  - Burglary:5
  - Call out:0
  - Citations:
    - ACO:1
    - AOF:9
    - MIS:9
    - MOV:104
    - Non MOV:0
    - PRK:0
  - Violations:
    - ACO:3
    - AOF:10
    - MIS:15
    - MOV:136
    - Non MOV:0
    - PRK:0
  - Citizen Contact/Assist:10
  - Citizen Dispute:0
  - Civil Problem/Info.:7/6
  - Controlled Substance:1
  - Criminal Mischief:3
  - Custodial Interference:1
  - DCFS Report:0
  - Death Investigation;
    - Attended:0
    - Unattended:0
  - Disorderly:0
  - Domestic Violence:7
  - DUI Alc. or Drugs:1
  - Explosives:0
  - Extra Patrol:30
  - Family Problem:1
  - Fingerprints:7
  - Fire/Fireworks:7
  - Fire Investigation:0
  - Fire Vehicle:0
  - Found Person/Child:1
  - Fraud:4
  - Harassment/Threat:3/1
  - Hazardous Condition:2
  - Hazmat:1
  - Homicide:0
  - Juvenile Problem:3
  - K-9 support:0
  - Keep the Peace:3
  - Littering:0
  - Medical Emergency:24
  - Medical Transport:0
  - Mental Subject:0
  - Missing Person:2
  - Motorist Assist:22
  - Nuisance:2
  - Obstruction of Justice:1
  - Paper Service:1
  - Parking Problem:1
  - Possession of prop.:0
  - Presentation:3
  - Prisoner Transport:0
  - Property:
    - Found:1
    - Lost:2
  - Property Damage:0
  - Public Peace:4
  - Pursuit:0
  - Robbery:0
  - Runaway:0
  - Sex Offense:1
  - Stalking:0
  - Suspicious Situation:18
  - Theft:14
  - Tobacco Problem:0
  - Traffic:12
  - Trespassing:1
  - Unsecured Premises:1
  - Utility Problem:0
  - Vehicle Abandoned/Repo/Impound:4/2/1
  - Vehicle Burglary:7
  - Vehicle Recovered:0
  - Vehicle Theft:2
  - Vin Inspection:1
  - Warrant Service:3
  - Weapon Offense:0
  - Welfare Check:5
  - Zoning:3
    - Red Tag:1
  - Traffic Accidents;
    - Hit & Run:2
    - Personal Damage:11
    - Personal Injury:3
    - Fatal Accidents:0
- 
- 8/16/09: An adult female was observed by an officer acting disorderly. The female was upset and was stomping on a sign belonging to a local business. The female was found to be intoxicated. The female was released to a family member and was cited for public intoxication.
  - 8/20/09: An officer observed a vehicle with no license plate traveling on Main Street. The vehicle was pulled over and the driver was found to be in possession of an illegal drug paraphernalia. The adult male driver was arrested for no registration and possession of drug paraphernalia.

- 8/20/09: An officer observed a vehicle swerving in and out of his lane of travel. The driver of the vehicle was found to be under the influence of prescription medication. The vehicle was found to not have insurance. The adult male driver was arrested for DUI and no insurance.

## **POWER DEPARTMENT**

### **Overhead Crew**

- Framed and set steel poles for the 2600 N upgrade project

### **Labor Crew**

- Worked with overhead crew setting steel poles for the 2600 N project
- Preparatory work at Carter Substation for the Commuter Rail Project on 5<sup>th</sup> W

### **Underground Crew**

- Leveled x-formers and secondary domes that have settled in Colony Point
- Installed new school crossing signals on 9<sup>th</sup> N and 6<sup>th</sup> E
- Installed new x-former and ran service for Utah Valley Sod on 1350 E
- Conducted a scheduled outage along 2350 W to replace a bad URD transformer

### **Substation and Metering**

- Maintenance on Load Logger test equipment
- Repaired school crossing signs at Snow Springs Elementary
- Tested 3-phase meter and current transformer circuit at Costco
- Tested 3-phase meter and current transformer circuit at the Legacy Center
- Repaired school crossing signal on 12<sup>th</sup> W
- Installed a new light in a display case at the museum
- Performed routine maintenance on substation batteries at Traverse Substation
- Responded to power outage on Redwood Road (caused by RMP)
- Performed a temporary repair on burned up light contact at Vets Ballpark
- Arranged with Kuhlman to do a warranty repair on a leaking power transformer
- Commercial meter installation at 1350 E 400 S (Utah Valley Sod)
- Inspected metering installation on new church at Thanksgiving Meadows (not ready)
- Helped city office with connects and disconnects (12 hrs)

### **Service Truck**

- 8/17/09 – 8/20/09 report N/A

### **Planner**

- Met with engineers on the I-15 widening project
- Met with Union Pacific regarding new power service at several crossing locations
- Worked with the UTA Frontrunner team on contracts and relocate negotiations
- Met with Fiber-tel regarding power relocation on 5<sup>th</sup> W
- Worked with engineers on the SR-92 road widening project

### **Warehouse**

- Routine cycle counting (inventory) on warehouse items.
- Daily receiving, stocking, and tracking of shipments.
- Attended training at Codale in SLC on DOE regulations effective in 2010 pertaining to transformer load loss evaluations
- Worked with Woody on damaged lighting contactor at Vets Ballpark



- Assembled bids for upcoming substation and rebuild projects
- Assembled “kit” components for 2600 N for use in inventory tracking
- Cleaned and organized warehouse

#### Blue Staker/Locator (Kenny)

- 220 locate requests for the week of August 24, 2009

### **PUBLIC WORKS**

#### Departmental Briefs for Jim Hewitson

- Conducted and attended pre-construction meeting for Larsen C Store and Car Wash held on Monday, 8-24-09
- Meetings on personnel issues with the Street Dept.
- Attended Storm Water Coalition meeting on Wed. 8-26, 2009
- Meeting with Jared regarding issues for Larsen’s C Store on 8-26-09
- Meeting with Matt w/ Kiewit Clyde regarding a road closure for Pioneer Crossing

#### Departmental Briefs for P.W. Admin Office Personnel

- Compiled and sent Departmental Briefs for P.W. Admin and Power Department for the week of August 24, 2009
- Answered calls and wrote and distributed work orders for work required for the Street, Power, and Parks Department
- Processed and assorted approx. 55 blue stakes daily for the Power Department
- Signed and distributed road cuts for Comcast, Questar, Qwest and the City; collected \$100.00 administrative fee and cash bond for each cut issued
- Letter to Affiliated Title to release funds on Pilgrims Landing pit erosion escrow fund
- Worked with Pioneer Crossing on road closure on 300 East from 700 S to 1500 S that is good thru from September 8 thru September 29, 2009.
- Road closure for Traverse Mtn. Elementary on Traverse Mtn. Rd. between Afterglow Blvd. and Shady Blvd. Closure good for Aug. 29-30.
- Road closure approval for Farrer Exc. (Larsen C Store). Closure from 8-27 to 9-3-09
- Road closure approval for CRC Front Runner South at W. Executive Parkway, park and ride to Ashton Blvd. Closure good for 8-25 to 8-26-09.
- Attended and recorded minutes for P. W. Staff: Items of interest include:
  1. Usage of safety vests
  2. Departmental Briefs
  3. Family Emergency Plan
  4. Employee professionalism
  5. Public perception of employees
  6. Truck routes in Traverse Mtn.
  7. Blow offs
- Sorted, made copies of all the old road cuts and gave to street inspector to inspect cuts for return of bond monies
- Returned checks to contractor on final road cut approvals
- Took 51 sidewalk bond releases for Fieldstone for street inspector to inspect
- Took 3 sidewalk bond releases for Ivory Homes for street inspector
- Worked on having Casselle installed at P.W. Office for the Power Dept.
- Worked with Shelley with UTA on Permit to enter and construct for the Commuter

- Rail South
- Filed away 2007-08 road closures

## **WATER DEPARTMENT**

### **General Business**

- Pioneer Crossing Supplemental Agreement #3 finalized and submitted for mayor's signature.
- 8/25/09 - 2 hr. DRC review.
- 8/26/09 - 3.5 hr. DRC.
- DRC Discussion:
  - A. 100% plan submittal for Pioneer Crossing Mill Pond road and utilities.
  - B. Jerry Larson's private storm drain outfall review. Connection to Larson Farms storm system will require design changes to match existing grades. Options have been proposed and are being reviewed.
- Water Department received a request/complaint from Gary Cooper concerning the city's obligation to come back to his property on 900 North and re-establish pasture grasses in the excavated area where Dairy View Subdivision installed an offsite sewer line and where Lehi City also installed waterlines for the Lowes development. Reseeding costs and labor will be itemized for council review and approval, in an effort to restore the site to its original state.

### **Pressurized Irrigation**

- Monitoring water flow and pond levels.
- Responding to numerous requests to assist with pressurized irrigation turn ons.
- Checking irrigation wells to assure that they are running properly.
- Daily maintenance on ponds and well houses.
- Completing service orders on a daily basis.
- Weed control at well sites.
- Putting t-chlor into North Lake settling pond.
- Cleaning screens daily.

### **Hydrant and Valve O & M**

- Turned valves.
- Repaired hydrant at 1900 South 655 East.
- Assisted Storm Drain Crew.
- Daniel Hadlock was on call.

### **Culinary**

- Daily rounds.
- Routine bacteria samples.
- Daily chlorine residuals.
- Eliminated PI and Culinary services at 396 West 300 North.
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- Exchanged chlorine cylinder at Traverse Well.

### **Meter Department**

- 4 meter sets.
- Daily slips from City Hall.
- 43 meter re-reads.

- 35 meter repairs.
- 9 shut offs for non payment.
- 6 shut offs on foreclosures.

#### Inspections

- Pioneer Crossing - an air test has been performed on the sewer main that was relocated. It passed and is back in service.
- Spring Creek "G" contractor has installed all sewer main and is finishing up with the laterals to the required lots. Met with him and discussed the required parts and material for the water main and services.
- Rural Water Northern Conference - Cal Holmstead attended two days of classes and earned CEU's for certification renewal. He was also awarded second place in the Backhoe Obstacle Course at the Operator Rodeo.

#### Wastewater

- 4 Blue Stakes of main line and sewer laterals.
- Weekly maintenance on equipment.
- Washed vehicles.
- TV'd main line and laterals at Hansen Trailer Court property, which the City purchased, to map and inspect the existing sewer.
- Worked with TSSD for 2 days. 2 Vac Trucks and 1 TV.
- Made repairs on TV van.
- Continued preventative maintenance on wastewater collection system.

#### Drainage

- Cleaned curb catches and drains throughout town.
- Issued warning citations for debris.
- Traverse Mtn. elementary school has started their drains.
- Granite Seed has finished up their drains.
- Completed inspections on casing extensions for Front Runner.

#### Bluestakes

- Completed 58 Blue Stakes.